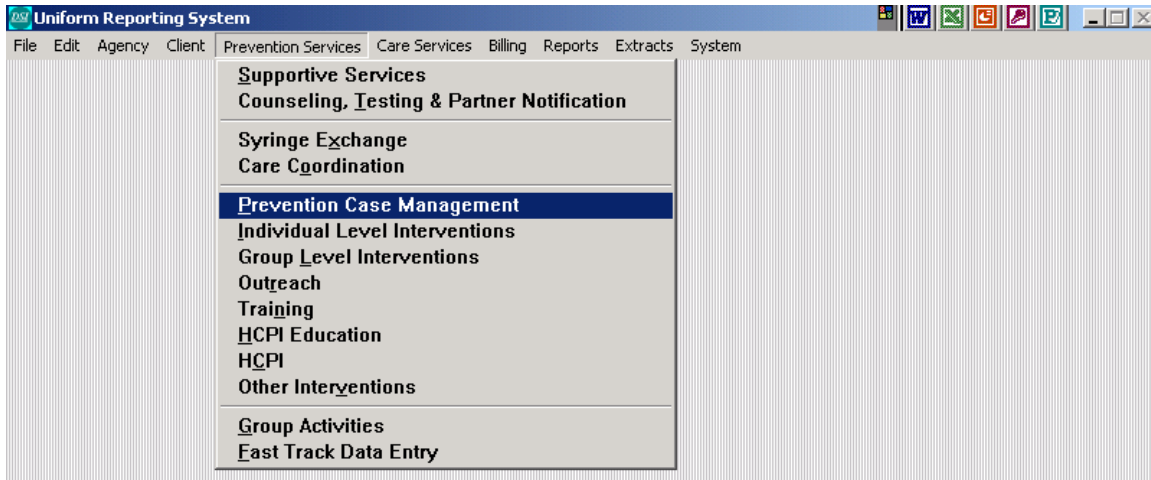
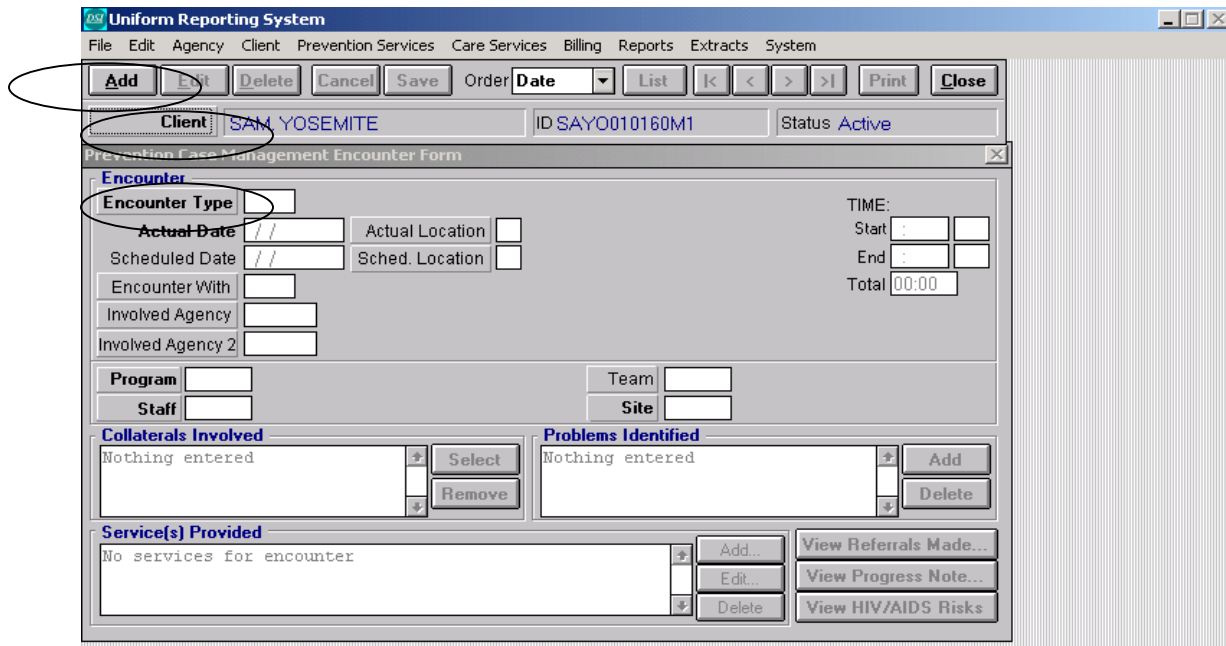


## How to enter a Plan Implementation Encounter

Each client must be already entered into URS before any Prevention Case Management encounters can be entered.



1. Press **Prevention Services** menu
2. Select **Prevention Case Management**



3. Press **Client** button
4. In the **Select a Client** screen, press **List** button
5. Select a client from the client list and press **OK**
6. Back in the **Prevention Case Management Encounter Form**, press **Add** button to add encounter
7. Press **Encounter Type** button

Uniform Reporting System

File Edit Agency Client Prevention Services Care Services Billing Reports Extracts System

Add Edit Delete Cancel Save Order Date List < > >| Print Close

Client COYOTE, WILEY E. ID COWI060360M1 Status Active

ADD Prevention Case Management Encounter Form

Encounter

Encounter Type

Actual Date

Scheduled Date

Encounter With

Involved Agency

Involved Agency 2

Program

Staff

Collaterals Involved

Nothing entered

Service(s) Provider

No services for

Encounter Type

01 Screening/Intake

02 Plan Development

03 Plan Implementation

04 Reassessment

05 Case Closure Activities

06 Drug Treatment Advocacy

OK Cancel

Order by: Code

1. Select **03 Plan Implementation** in the **Encounter Type** screen

Uniform Reporting System

File Edit Agency Client Prevention Services Care Services Billing Reports Extracts System

Add Edit Delete Cancel Save Order Date List < > >| Print Close

Client COYOTE, WILEY E. ID COWI060360M1 Status Active

ADD Prevention Case Management Encounter Form

Encounter

Encounter Type: 03 Plan Implementation

Actual Date: 11/01/2003

Scheduled Date: / /

Encounter With:

Involved Agency:

Involved Agency 2:

Program:

Staff:

Team:

Site:

Collaterals Involved

Nothing entered

Select

Problems Identified

Nothing entered

Add

Service(s) Provided

No services for encounter

Add...

Edit

Delete

Referrals Made...

Progress Note...

HIV/AIDS Risks

2. Enter bold fields, including **Actual Date**, **Program**, **Staff**, **Site**
3. Enter any **Collaterals Involved** by pressing **Select** button. Collaterals have to be entered at client intake.
4. Enter any **Problems Identified** by pressing **Add** button
5. Under **Service(s) Provided** press **Add** button

The screenshot displays the 'Uniform Reporting System' interface. At the top, there is a menu bar with options: File, Edit, Agency, Client, Prevention Services, Care Services, Billing, Reports, Extracts, and System. Below the menu bar are buttons for Add, Edit, Delete, Cancel, Save, Order, Date, List, and navigation arrows. The client information section shows 'Client: COYOTE, WILEY E.', 'ID: COWI060360M1', and 'Status: Active'. The main window is titled 'ADD Prevention Case Management Encounter Form'. It contains several tabs: Encounter, Services Provided, Collaterals Involved, and Service(s) Provided. The 'Services Provided' tab is active, showing a list of services. The 'Activity Code' field is highlighted with a red circle. Other fields include 'Time Start', 'Time End', 'Time Spent', 'How Provided', 'Location', 'Outcome', 'Staff', 'Value', and '# Of Items'. The 'Collaterals Involved' section shows 'Nothing entered'. The 'Service(s) Provided' section shows 'No services for encounter'. At the bottom, there are buttons for Remarks..., OK, Cancel, Delete, and HIV/AIDS Risks.

1. In **Services Provided** screen, press **Activity Code** button to access activity codes defined below:

### PCM/Plan Implementation ACTIVITY CODES DEFINITIONS

0021 Individual HIV, STD, & Substance Use Education- Prevention education is offered to an individual to increase awareness of basic information about HIV/AIDS, STDs and Substance abuse. Written and audiovisual risk reduction materials may be used with clients as well as condom and needle cleaning demonstrations.

0022 Individual HIV, STD, & Substance Use Risk Reduction Counseling-Client centered counseling that may reduce the risk of acquiring or transmitting HIV, STDs, and focusing on substance use prevention. Risk reduction counseling results in a client generated plan for incremental behavior change. Condom and needle cleaning demonstrations may be incorporated into the counseling as well as other methods of preparing for behavioral change such as role-play.

0023 Group Level HIV, STD & Substance Use Education- This is prevention education provided in a group format. The goal is to increase awareness of basic information about HIV, STDs, and substance use prevention. Written and audiovisual materials may be used with the group as well as condom and needle cleaning demonstrations. Written and audiovisual materials should be culturally and linguistically appropriate for the group or client population

0024 Group Level HIV, STD&Risk Reduction Counseling-This is risk reduction counseling done on a group level.

0025 Individual Supportive Counseling- This type of counseling supports clients in their efforts to make behavioral changes.

0026 Group Supportive Counseling- Counseling that supports clients in their efforts to make behavioral changes that is conducted with in the context of a group.

0027 Referral for Service- This is the process of assessing needs that the client has, identifying resources that may meet the need, and connecting the client with the resources.

0028 Client Advocacy- Assisting clients in achieving the goals of his/her prevention plan by addressing barriers to access to services.

0029 Crisis Intervention- Providing assistance to a client during a time of emergency when he/she is experiencing difficulties coping with events or situations for which they feel they have no control. The goal is to help stabilize the client's immediate situation.

0030 Client Monitoring and Follow-up- Is to ensure the provision of the minimum level of contact, screen for changes in service need, determine the client's progress in accessing services to which they have been referred, and provide continued support to the client. Monitoring includes at least monthly contact with clients or their designated representatives.

0031 Client Escort- This is to provide transportation and or accompany the client to various services.

0032 Referral Follow-up- This is contacts made with agencies to which clients have been referred to check on the status and or outcome of the referral.

0033 Case Conferencing- Collaborating with service providers and other professionals to use their expertise on the client's behalf.

0034 Condom Use Education- This is providing clients with information and demonstrations of the proper use of condoms.

0035 Negotiation of Safer Sexual Behavior- This is working with clients on their ability to get their partners to engage with them in safer sex. This may include roleplay between the PCM and the client.

0036 Risk Reduction Strategies for IDUs- This is working with IDUs to identify ways that they can reduce their risk of contracting or transmitting HIV. This may include needle cleaning demonstrations and referral to needle exchange programs and treatment programs.

0037 Other Psychosocial Counseling- This includes any type of counseling not described above which addresses the psychological or social needs presented by the client.

**Uniform Reporting System**

File Edit Agency Client Prevention Services Care Services Billing Reports Extracts System

Add Edit Delete Cancel Save Order Date List < > >| Print Close

Client **COYOTE, WILEY E.** ID **COWI060360M1** Status **Active**

**ADD Prevention Case Management Encounter Form**

**Encounter**

Encounter Type **03 Plan Implementation** TIME: Start: :

Actual Date **11/01/2003** Actual Location

Scheduled Date //

Encounter With

Involved Agency

Involved Agency 2

Program

Staff

**Collaterals Involved**

Nothing entered

**Service(s) Provided**

No services for encounter

**Services Provided**

Service

Activity Code

Time Start : : Time End : : Time Spent **00:00**

How Provided

Location

Outcome

Staff

Value **0.00**

# Of Items **0**

Remarks... OK Cancel

1. Enter **Time Start** and **Time End**
2. Press **Location** to select location where the Plan Implementation encounter took place
3. Enter **Outcome** to select an outcome
4. Enter **Staff** to select a staff member who performed the Plan Implementation
5. Press **OK** exit **Services Provided** screen
6. In main encounter form, press **Referrals Made** button

**Uniform Reporting System**

File Edit Agency Client Prevention Services Care Services Billing Reports Extracts System

Client **FUDD, ELMER T.** ID **FUEL060460M1** Intake Date **05/01/2003** Age **43** Close

**Referral Information for FUDD, ELMER T.**

No referrals found

**Service Need**

Category

Service

Priority

**Referral Information**

On Site [Y/N] **N**

Referred To

Date Need Identified //

Date Referral Made **01/11/2003**

Date Service Verified //

Status

# Appointments Per Week **0**

Appointments Being Kept [Y/N] **N**

Add Edit Delete Print Form OK Cancel

1. Press **Add** button
2. Fill in bold fields on right side of screen including **Category**, **Service**, **On Site (Y/N)**, **Date Referral Made**
3. Under **Referral Information** press **Referred To** button to select organization where the client was referred

4. Press **Status** button to select a status of the referral
5. Press **OK**
6. Press **Close**
7. Press **Save** on main encounter form